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State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF HUMAN RESOURCES

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 69

EFFECTIVE DATE: September 6, 2004

SUBJECT: Flexible Maximum Hire Rate For Statewide Accounting
System Assistant Director, Position # 443

AUTHORIZATION: Whitman J. Kling, Jr., Deputy Undersecretary

I. POLICY:

In accordance with authority granted by the State Civil Service Commission on August 11, 2004, the Division of Administration (DOA) is implementing a Flexible Maximum Hire Rate for Position # 443 in the job title of Statewide Accounting System Assistant Director.

II. PURPOSE:

The purpose of this policy is to provide the DOA with a tool that allows for flexibility in pay for retention purposes.

III. APPLICABILITY:

This policy shall be applicable to the Office of Statewide Reporting and Accounting Policy of the DOA.

IV. PROCEDURE:

Effective September 6, 2004 when hiring an employee in Position # 443 in the job title of Statewide Accounting System Assistant Director, who possesses certain specific skills and knowledge needed, the DOA will hire at the established Special Entrance Rate, which is attached. The pay of any employee currently in this position, will be brought up to the Special Entrance Rate.

A Personnel Action Request (PAR) requesting an appointment to this position in this job title must reference the Special Entrance Rate in the "Remarks" portion of the PAR.

V. QUESTIONS:

Any questions regarding this policy should be directed to the Office of Human Resources.

ADDENDUM

Effective August 11, 2004, the State Civil Service Commission approved a Flexible Maximum Hire Rate for the job of Statewide Accounting System Assistant Director, position number 443.

The following chart reflects:

1. The title, job code and pay level of the job and position affected, and
2. The current biweekly minimum of the job and position affected, and
3. The actual biweekly hire rate that will be utilized by the DOA when filling this position from September 6, 2004 forward.

TITLE	JOB CODE	POSITION #	AS LEVEL	BIWEEKLY MINIMUM 9/6/04	BIWEEKLY HIRE RATE 9/6/04
Statewide Accounting System Assistant Director	140120	443	623	\$1,885.60	\$3,506.40